



Policy: 4014
Procedure: 4014.01
Chapter: Foreign Born Juveniles
Rule: Foreign Born Juveniles in Reception, Assessment, and Classification

Effective:
Replaces: 4014.01
Dated: 08/23/04

Purpose:

The collection of data, exchange of information, and decisions regarding foreign-born juveniles shall be coordinated among the committing county juvenile court, the Consulate of the country of origin, the Bureau of Immigration and Customs Enforcement (ICE), the Office of Refugee Resettlement (ORR), and the Arizona Department of Juvenile Corrections (ADJC). Program development and decisions on repatriation shall be made in accordance with Federal and State law. ADJC shall cooperate with ICE in any juvenile matter regarding proposed actions.

Rules:

1. Within 14 business days of the juvenile's arrival, the **RECEPTION, ASSESSMENT, AND CLASSIFICATION (RAC) YOUTH PROGRAM OFFICER (YPO) III CASE MANAGER** shall:
 - a. Begin the process of gathering critical information regarding the juvenile from the family and/or the appropriate Consulate Liaison:
 - i. Birth certificate;
 - ii. Adoption information;
 - iii. School records;
 - iv. Criminal arrest and detention records;
 - v. Medical/mental health information;
 - vi. Last known address where juvenile resided;
 - vii. Foreign probation/parole status; and
 - viii. Parent's names.
 - b. Confirm US citizenship:
 - i. Contact the Attorney General Liaison (AGL) or the Youth Rights Ombuds Administrator (YROA) with questions or concerns;
 - ii. If unable to confirm US citizenship:
 - (1) Complete and submit Form 4014.01A Notification of Foreign Born Juveniles to ICE Detention and Removal Operations at (602) 379-4303;
 - (2) Forward a copy of Form 4014.01A Notification of Foreign Born Juveniles to the Central Office Records Management Supervisor (CORMS); and
 - (3) Update the Juvenile Information section of Windows Youthbase to reflect the juvenile's status as "ICE-Pending" until such time as the juvenile's status is known.
 - c. Coordinate an interview session between the juvenile and ICE representatives and secure an interview time and location; and
 - d. Ensure that the juvenile is:
 - i. Advised of the scheduled interview;
 - ii. Advised of his/her rights to remain silent and to have an attorney present during the interview with an ICE Officer.
2. Upon review of the information gathered at the interview, **ICE** may place a detainer demanding custody to their agency for deportation proceedings or determine that no further action is necessary.
3. Upon receipt of an Immigration Detainer (Form I-247 Immigration Detainer-Notice of Action) or notification that an Immigration Detainer will not be placed from the Department Homeland Security (DHS), the **CORMS** shall:
 - a. Enter/Scan the documentation from the Department of Homeland Security (DHS) into Windows Youthbase; and

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- b. Update the Juvenile Information section of Windows Youthbase to reflect the juvenile's status as "ICE-Detainer" or "ICE No Detainer" where appropriate.
4. The **RAC MULTIDISCIPLINARY TEAM (RAC MDT)** shall consider immigration status, where appropriate, at reviews and staffings in accordance with Procedure 4200.07 Multidisciplinary Team (MDT).
5. The **SUPERINTENDENT OR DESIGNEE** shall:
 - a. Notify ICE within 21 days before a juvenile with a detainer is scheduled to be released from secure care; and
 - b. Cooperate with ICE in any juvenile matter regarding proposed actions.
6. When a juvenile is released from secure care into ICE custody, **THAT INSTITUTION'S SECURITY DISPATCH** shall update the Juvenile Information section of Youthbase to reflect the juvenile's physical location as "ICE Custody."
7. Upon notification of information from ICE regarding juveniles to be deported or placed in the community:
 - a. The **CORMS** shall:
 - i. Enter the information in Windows Youthbase;
 - ii. Notify the Parole Officer via email of the juvenile's status and location;
 - b. The **PAROLE OFFICER** shall update Windows Youthbase with the juvenile current status location.

Signature Date

1/04/08

Approved by Process Owner

Louis A. Goodman, Esq., Assistant Director of Legal
Systems Division

Effective Date

1/08/08

Approved by

Michael D. Branham, Director